

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Chief Deputy Commissioner  
Adult Hearing Operations  
Board of Parole Hearings  
CEA Level 3

**FINAL FILING DATE:** April 17, 2006

**SALARY RANGE:** \$8,030 - \$8,854

### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Executive Officer, Board of Parole Hearings (BPH), the Chief Deputy Commissioner plans, organizes and directs the parole authority's quasi-judicial adult administrative hearing process and related activities. Provides administrative and policy direction to the Deputy Commissioners and is responsible for operational and policy control of the adult hearing function. The Chief Deputy Commissioner has extensive involvement in the formulation, development and implementation of the Board of Parole Hearings policies and procedures on a statewide basis.

Duties include, but are not limited to:

- Manages and provides administrative and policy direction for all adult offender hearings, in-absentia decisions, and calendars. Assures proper and consistent application of laws, regulations, and policies in hearing decisions. Identifies policy issues requiring analysis and resolution. Ensures changes are made in hearing policies, procedures, or decision-making based on new statutes or case law and provides appropriate training.
- Provides administrative and policy direction to scheduling functions; reviews reports of late hearings and/or problems resulting in hearing delays and addresses

concerns with the proper authorities pursuant to the approved policies of the BPH. Assists in the development of legislative proposals and amendments to existing statutes which affect the powers and duties of the BPH, such as the Indeterminate Sentence Law; Determinate Sentence Law; and other statutes affecting prison terms and parolees germane to the BPH's functions and operations.

- Serves as liaison to the Division of Adult Operations and the Division of Adult Parole Operations of the Department of Corrections and Rehabilitation (CDCR); county jail commanders; prison administrators; District Attorneys and other counsel; and local law enforcement management officials regarding hearing policies and/or prisoners/parolees of particular interest. Reviews, investigates, and makes recommendations on requests for exceptional actions including release of inmates held pursuant to parole authority action.
- Advises and participates with the BPH in Executive meetings. Attends meetings involving BPH staff; divisions of the CDCR; Legislators, law enforcement officials, and other statewide officials. Participates in policy decisions for BPH with the CDCR.
- Represents the Executive Officer, BPH in his/her absence at meetings and in the daily affairs of the BPH.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a civil service employee with permanent civil service status.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

#### **DESIRABLE QUALIFICATIONS:**

- Experience in the formulation and implementation of policies and procedures related to the adult parole administrative hearing process.
- Experience in the field of administrative or criminal law that includes the presentation of evidence and the examination of witnesses before a quasi-judicial administrative body, trial court, or in the conduct of quasi-judicial hearings.
- Experience that demonstrates knowledge of the basic rules of due process relating to criminal and/or administrative law, and the laws, court decisions and regulations

pertaining to the functions of the Board of Parole Hearings and the Department of Corrections and Rehabilitation.

- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the regulatory application process for reprieves, pardons and commutations of sentence, including death penalty commutations.
- Experience in providing executive level advice and consultation to statewide and local governmental officials regarding the adult parolee administrative hearing process and/or prisoners/parolees of particular interest.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies, at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator.

#### **KNOWLEDGE AND ABILITIES:**

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department and the Board's equal employment opportunity objectives.

## EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly address your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to each desirable qualification identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

## USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief Deputy Commissioner, Adult Hearing Operations, Board of Parole Hearings, CEA Level 3 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

## FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by April 17, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after April 17, 2006 will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.